Your Financial Partner @ Work

TITLE 38

RUSS HESSON
Denver Civilian Payroll Office
Defense Finance and Accounting Service

OCTOBER 2004

ntegrity - Innovation - Service

Overview

- **Title 38 Pay**
- **Title 38 Eligibility Indicators and Calculations for Alternate Rate**
- **Location of Alternate Rate and Title 38 Indicator**
- **New Time and Attendance Codes for Premium Pay**

Title 38 Pay

- **Title 38 pay is set up for employees in the medical field.**
- **Registered Nurse (all specialties), Dental Assistant, Dental Hygienist, & Dental Laboratory Technician, and Physician Assistant are now eligible for new entitlements and additional pay.**

Title 38 Eligibility Indicators

- **There are two Title 38 indicators, "K" and "L". (Only "K" applies to MEDCOM)**

- **K = Partial Title 38, hired under Title 5 authority for BASE pay and Title 38 for ADDITIONAL pay.**

- **L = Full, hired under Title 38 for BASE pay and ADDITIONAL pay.**

Calculation of Alternate Rate

- **Title 38 indicator "K"**
  - **BASE PAY**
- **Annual salary divided by 2087 hours**

  - **ADDITIONAL PAY**
    - **Annual salary divided by 2080 hours**
      - **This is the ALTERNATE RATE**

Calculation of Alternate Rate

- Title 38 indicator “L”
  - BASE AND ADDITIONAL PAY
    - Annual rate divided by 2080 hours
    - This is the ALTERNATE rate
    - Base and Additional Pay are both calculated on the Alternate rate

Alternate Rate and Title 38 Indicator

PAY RATES AND APPOINTMENT

EMPLOYEE ID 999 99 9999		NAME HOTLIPPS
GR/UNGR IDC G FLSA E	P SUP DT EFFECT 01 11 04	ACT/ORG WXE9AA 22
PAY PLAN/SERIES GS 0610	NOAC 0894 AUTH V8K	EOD DT 05 21 00
GRADE 09 STEP 04	EMPLOYEE: TYPE CODE V	SCD LEAVE 11 30 95
HOURLY 21.32	STA CD/NTE M / 05 07 06	DT LAST 05 18 03
ANNUAL 44500.00	RETAINED:	PROB/TRI
ASTERISK	PN/STEP/GRADE	SPEC PGM IDC 00
SCHEDULED DAY	LOCALITY PERCENT	T.ASG: CODE
CLASSROOM DAY	PAY TABLE NUMBER	NTE DT
ALT RATE 1/2 21.39	T.POS: CODE	STATE RESIDENCE MI
PAY BASIS PA T38 IDC K	NTE DT	APPL DIS RETIRE 0
RETIRE: CODE N IDC 0	NTE HRS	NEW HIRE IDC 0
SCH F / PCA N / 12-PAY	HRS TD	DAYS: SCHOOL YR
BIWK HRS 80.00 CITIZEN 1	NTE AMT	CLASS ROOM
PRD 0 NTE DT	AMT TD	SPL-EMP / FF-IDC
GLO/LEO IDC 265319081 / 0	CONT SERV DATE 05 21 00	TSP: RATE 21.32
LOCALITY % 10.90	ANNUITANT: INDICATOR 9	STATUS CD Y
LOCALITY PMT 4374.00	ANNUITY	STATUS DT 05 21 00
PAY TABLE NUMBER	OFFSET /	ELIG DT 01 14 01
ENV 10/2 RATE	SEP CD / PERF SYS	RESERVE CAT L C-TYP 124

- **If Title 38 codes are rejecting when being input on the timecards, please verify on the MER that they are properly coded. If they do not have the Title 38 indicator you will need to contact personnel to have the IDC interfaced to payroll. Payroll cannot input this IDC.**

T&A Codes for Title 38

- **SATURDAY:**
  - "**SW**" Regular time worked on Saturday (also valid on Friday if the Friday time continues into Saturday)
  - "**CW**" Comp time worked on Saturday
  - "**L3**" Military Leave on Saturday (just like regular military leave)
  - "**L5**" Court Leave on Saturday (just like regular court leave)

T&A Codes for Title 38 (continued)

T&A TIMECARD FORMAT 1

SITE ID BLK ACT ORG EMPLOYEE ID DATE NAME
781 W111111 H1H1111 999 99 9999 10 02 04 HOTLIPPS
SUP DATE EFF 09/05/04 EMP STA CD A GR/UNGR IDC G EMP TYP CD R WKD SCD F
SCD DATE EFF 06/07/03 TA STA CD A JON AWS 1

	SUN	MON	TUE	WED	THU	FRI	SAT	PLTN ROT
TOUR (WK 1)	.00	.00	8.00	8.00	8.00	8.00	8.00	
TYP HRS/SFT	0	0	RG 0	RG 0	RG 0	RG 0	RG 0	
NIGHT DIFF	.00	.00	.00	.00	.00	.00	.00	
TOUR (WK 2)	.00	8.00	8.00	8.00	8.00	8.00	.00	
TYP HRS/SFT	0	RG 0	RG 0	RG 0	RG 0	RG 0	0	
NIGHT DIFF	.00	.00	.00	.00	.00	.00	.00	

AC	WK	DY	HR	TYP HOURS	JOB ORDER	OTH	E/H HR	LST SFT	TEM DIFF	NIGHT NO	INJ IDC	ALT
__	1	2	__	.00	_____	__	N	__	____	____	_	
__	1	3	RG	8.00	_____	__	N	__	____	____	_	
__	1	4	RG	8.00	_____	__	N	__	____	____	_	
__	1	5	RG	8.00	_____	__	N	__	____	____	_	
__	1	6	RG	8.00	_____	__	N	__	____	____	_	
__	1	7	SW	8.00	_____	__	N	__	____	____	_	
__	1	7	CW	3.00	_____	__	N	__	____	____	_	

EXAMPLE: Saturday worked and Comp time Saturday worked.

T&A Codes for Title 38 (continued)

- **SUNDAY:**
  - "**SG**" Regular time worked on Sunday (also available on Saturday if the Saturday time continues into Sunday)
  - "**CS**" Comp time worked on Sunday
  - "**L2**" Court Leave on Sunday (just like regular court leave)
  - "**L4**" Military Leave on Sunday (just like regular military leave)

T&A Codes for Title 38 (continued)

- **HOLIDAY:**
  - "**HA**" Holiday worked on Saturday
  - "**HU**" Holiday worked on Sunday
  - "**CH**" Comp time worked on a holiday
  - "**HG**" Holiday worked

T&A codes for Title 38 (continued)

- **OVERTIME:**
- **Coding for overtime in 15 minute increments or 2-hour minimum**
  - "**OW**" Overtime worked on a Saturday (also valid on Friday if the Friday time continues into Saturday)
  - "**OD**" Overtime worked on a Sunday
  - "**OH**" Overtime worked on a Holiday
  - "**OS**" Regular Scheduled overtime
  - "**OU**" Regular Unscheduled overtime

T&A codes for Title 38 (continued)

- **ON CALL**
  - "**OB**" On Call for hours outside of the regular schedule (available to come back to work if needed)
  - "**LE**" Holiday On Call is for when an employee is away from work on the holiday (available to come back to work if needed during the regular schedule)
  - "**HC**" Holiday work callback during the regular schedule (if an employee was on "LE", change the code to "HC" when they are called back and they arrive at the duty station)

T&A Codes for Title 38 (continued)

- **ON CALL (continued)**
  - "OB" – ON CALL – **IF THEY ARE CALLED IN, THE CODE NEEDS TO BE CHANGED TO "OC" WHEN THEY ARRIVE AT THE DUTY STATION.**
  - "LE" – HOLIDAY ON CALL – **IF THEY ARE CALLED IN, THE CODE NEEDS TO BE "HC".**

Night Differential for Title 38

- **Night DIFFERENTIAL:**
  - **This will be coded in the same manner as Night differential under Title 5, except it will have a different pay code of “NT”.**

INFORMATION

- **DCPS CSR USERS MANUAL**
  - **SECTION “H”**
    - **Chapter 6 - T&A codes**
- **https://dfas4dod.dfas.mil/systems/dcps/consolid/files/Csruserm.htm**
- **DCPS PAYROLL OFFICE ADVISORY**
    - **RELEASE 04-1**

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